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CHIVE/C-120/13-66

21 November 1966

MEMORANDUM FOR: Director, CHIVE Task Force

SUBJECT : Bi-Weekly Task Report Summary  
(5 - 18 November 1966)

- I. No significant problems or developments were reported by the following task teams:

Task # 1. Security Procedures  
[ ] - 4.0 days

Task # 5d. [ ] Procedures  
[ ] - .5 day

Task #10b. Revision of Indexing Procedures and  
Techniques  
[ ] - 5.0 days

Task # 14. Control  
[ ] - 10.0 days  
[ ] - 10.0 days

Task # 22. Customer Requirements and Relations  
[ ] - 8.5 days

Task # 25. Summary File Building  
[ ] 5.5 days  
[ ] - 3.5 days

Task # 26. Querying Procedures  
[ ] - 9.0 days

GROUP I  
Excluded from  
Automatic  
Downgrading and  
Declassification

~~S-E-C-R-E-T~~

S-E-C-R-E-T

25X1A Task # 43. Contractor Management  
[ ] - 2.0 days

25X1A Task # 44. Task Group Management  
[ ] 8.5 days  
- 9.0 days

25X1A Task # 54. Design and Development Area Management  
[ ] - 9.0 days

25X1A Task # 58. COG Organization and Personnel  
Responsibilities  
[ ] - 4.0 days

25X1B Task # 59. Soviet [ ]  
[ ] - 1.0 day  
[ ] - 1.5 days

25X1A Task # 60. Special Assistant to the Director  
[ ] - 8.0 days

II. Summary of Task Activity

25X1A Task # 2. The Current Awareness Support Task  
Team prepared a summary description (CHIVE/C-283-66)  
of the development of SKAN for incorporation into the  
report to the Bureau of the Budget of "Accomplishments  
in the Management of ADP." The Task Team assisted  
Task # 50 in indexing due to the shortage of regular  
personnel.  
[ ] - .5 day  
[ ] .5 day

25X1A Task # 5a. The final review of the Location Dic-  
tionary prior to producing mats is disclosing a modest  
number of corrections that are being made.  
[ ] - 4.5 days  
[ ] - 1.0 day  
[ ] - .5 day

- 2 -

S-E-C-R-E-T

S E-C-R-E-T

Task # 5b. The completion date for the Subject Dictionary has been altered from 15 November to 1 January 1967.

25X1A

[ ] 4.5 days  
[ ] 6.0 days

25X1A

Task # 5c. [ ] transfer to the OCR programming staff in Machine Division represents a reduction in available programming support and may delay the completion date for the Organization Dictionary. CHIVE location and organization numbers were assigned to the scientific, political, and governmental types of organizations controlled by [ ] This data has been keypunched, and listings should be printed this weekend. Following correction, transcription of the final transcript sheets will begin.

25X1A

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[ ] - 2.5 days  
[ ] .0 days  
[ ] 8.75 days  
[ ] 10.5 days  
[ ] 6.0 days  
[ ] - 3.0 days

Task # 7a. The Chairman of the Forms Design Task Team reports that the instruction Manual for the preparation of header indexing forms is now being reviewed for approval. SKAN typists are now preparing page reader forms for about 100 selected documents, to be used as examples and as supplementary aids in form preparation. PSD draftsmen erred on the Content Indexing Form, requiring about five hours of correction work, and a new delay in delivery.

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[ ] - 9.0 days  
[ ] - 2.0 days

Task #12. The Input Processing Task Team has not completed Page Reader Program # 2 due to continued hardware and assembly program difficulties. Completion is now set for the week of 28 November.

S E-C-R-E-T

S-E-C-R-E-T

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[ ] - 8.0 days  
8.0 days  
- 9.0 days  
- 9.0 days

Task # 13. The Chairman of the Unconditional File Maintenance Task Team reports that seven of the eleven file maintenance modules are in the coding stages, of these, five have been at least 90% coded.

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[ ] - 10.0 days  
- 10.0 days  
- 9.0 days

Correction: In the last bi-weekly report, the man days for Task Team # 13 were incorrect. They should have read as follows:

25X1A

[ ] - 10.0 days  
- 10.0 days  
9.5 days

Task # 15. [ ] have joined the Communications/Data Analysis/Display Task Team. The rough draft of CDAD Language and Capabilities was completed 18 November.

25X1A

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[ ] - 10.3 days  
10.0 days  
- 9.1 days  
9.1 days  
9.0 days  
[ ] - 9.0 days  
- 8.0 days  
9.0 days  
[ ] - 10.5 days  
[ ] - 9.0 days  
4.0 days  
2.0 days

25X1A

25X1A

25X1A

- 4 -

S-E-C-R-E-T

S-E-C-R-E-T

Task # 17. The Phase III Scheduling and Integration Task Team has completed the draft revision of the Milestone Network Chart and it has been approved by the D/CTF. The OCR visual aids man is working on a new set of critical event fixtures for the Chart. The Modified GANTT and PAC Charts have been updated to the extent possible pending certain management decisions affecting personnel assignments to COG. [ ] was designated as CTF Training coordinator.

25X1A

25X1A

[ ] 5.0 days  
- 6.0 days  
- 9.0 days

Task # 18. The aggregate testing of subsystems # 1 - 5 is rescheduled for completion 1 August 1967. The publication of testing specifications is rescheduled for 1 December 1966.

25X1A

[ ] 2.5 days  
- 8.0 days  
- 2.5 days

Task # 19a. The Dossier Content Study Task Team completed the content analysis of 138 FID plant folders. The current target date for completion of the "country" part of the project is 30 November.

25X1A

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[ ] - 9.0 days  
9.0 days  
[ ] 5.0 days

Task # 20. The Management Data Task Team produced two weekly SKAN Management Information reports, and a Memorandum for the Record on the SKAN MIS experience.

25X1A

[ ] - 4.0 days  
7.0 days

Task # 23. The Chairman of the Maps and Graphics Task Team began the survey of GR's processing of ground photos, working with one of the two analysts responsible for Communist China. The completion date has been changed from 15 November to 1 December.

25X1A

[ ] - 6.5 days

- 5 -

S-E-C-R-E-T

S-E-C-R-E-T

Task # 27. The SKAN Task Team has consented to run some article word counts on the publication Plant Data on Communist China for the Source Formatted Data Task Team. It was decided to delay further interviews with recipients of plant data since the purpose of this study is to determine the feasibility of the Source Formatted Data approach, not the value of a particular publication.

25X1A

[ ] .5 day

Tasks # 47 & # 48. [ ] at the request of the Chairman of the IA and Indexer Training Tasks, assembled a set of requirements for the dissemination of intelligence reports on China. GR made an Intellofax run on films about China, which will serve as a basis for the selection of films to be included in the IA/CI Training schedule. Before publishing the list, the Chairman will contact OTR to avoid duplication of films used in the China Familiarization course.

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[ ] 3.0 days

Task # 50. [ ] joined the Current Awareness Production - China (SKAN) Task Team as indexers on 14 November.

25X1A

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[ ] - 9.0 days

25X1A

[ ] 9.0 days

25X1A

[ ] - 9.0 days

[ ] 5.0 days

[ ] - 5.0 days

[ ] 3.0 days

[ ] 2.5 days

Task # 55. The Repository and Non-Repository Input Transactions Working Paper was redrafted by the Chairman of the Systems Flows and Transactions Task Team, for final review and approval by the Chief, SISG.

25X1A

[ ] 2.0 days

- 6 -

S-E-C-R-E-T

S-E-C-R-E-T

### III. Meetings and Briefings

1. [ ] of the Security Procedures Task Team met with [ ] OCS, to identify clearance files processed by that Office.

2. [ ] met with representatives of SPINT Staff and the Office of Security to discuss CHIVE proposals made in CHIVE/W-21-66 and CHIVE/W-22-66. Results of that meeting were summarized in a Memorandum for the Record dated 18 November.

3. On 9 November, several CTF personnel attended a DIA reorganization briefing.

4. [ ] on the Soviet [ ] on 6 November. He also briefed several intelligence officers on the project on 8 November. [ ] briefed them [ ] on OCR, SKAN, and CHIVE in general.

5. [ ] attended the COINS Soviet Personalities Panel Meetings on 7 November and 14 November.

6. [ ] attended the briefings held by the Office of Communications to familiarize OCS with data transmission activities within the Agency.

7. [ ] held a briefing on text processing which was attended by [ ]

8. [ ] attended the meetings on 10 November and 14 November of the DDI Information Processing Coordination Committee.

[ ]  
Chief, Integration and Plans Staff  
CHIVE Task Force

- 7 -

S-E-C-R-E-T